



A-barth Onan Hag Oll! Representing One and All

REPORTS FOR MAY 2026 MEETING



A- barth Onan Hag Oll! Representing One and All

Application Ref: PA26/02911 | Conversion and extension of detached garage to form ancillary living accommodation
10 Gordons Close Stithians Truro Cornwall TR3 7BG

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

N/A

Councillors who undertook the site inspection:

N/A

REPORT:

This application is to convert and extend an existing detached garage to create a single-story workroom, sunroom & store. The property is not overlooked and is modest in comparison to the plot it sits on.

It is not overlooked by neighbours.

Matters of Concern:

None

Cllr Phil Blease
19th May 2026



Clerk's Report for Meeting on 19th May 2026

10.1 Council's Current Financial Position

Decision Required:

To note the Council's current financial position.

The Council's financial position as at 30th April 2026 are detailed in the attached appendices:

- Payments Report
- Bank Reconciliation
- Reserves Balance

10.2 Declarations of Conflict of Interest with the External Auditors – BDO LLP.

Council are required to declare any conflict of interest with the External Auditor BDO – LLP.

10.3 Annual Governance & Accountability Return (AGAR) 2025/26, Internal Auditors Report, Annual Governance Statement, Statement of Accounts.

In accordance with current legislation, the Council are required to consider the following:

- 10.3(a) The internal auditors report
- 10.3(b) The Annual Governance Statement
- 10.3(c) The Statement of Accounts.

10.4 Authorising of Payments, to include invoices received after publication of the agenda and regular payments / direct debits for May 2026.

DECISIONS REQUIRED:

To authorise the payment of invoices received, direct debits & regular payments due for the period , 22nd April to 20th May 2026. Voucher No's: 18 - 29 Total: £5,851.60 (Net).

REPORT:

The attached Payments Awaiting Authorisation Reports dated 12th May 2026 details all invoices received, or payments made since the meeting held on 21st April 2026. Vouchers 18 - 29 total amount payable: £5,851.60 (Net)..

Explanatory Notes (where applicable)

Voucher No	Details
22 - 23	Details the Clerk's Salary & HMRC Payment for May 2026.
29	Details the payment for the Environmental Maintenance Contract payable in 12 equal payments

Jane E Richards.
Clerk / RFO,
May 2026

Stithians Parish Council

5 May 2026 (2026-2027)

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		149,270.47
	ADD Receipts 01/04/2026 - 30/04/2026		54,880.82
	SUBTRACT Payments 01/04/2026 - 30/04/2026		204,151.29
			11,156.26
A	Cash in Hand 30/04/2026 (per Cash Book)		192,995.03
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Lloyds Current Account (Treasurer: 30/04/2026	1,998.85	
	Lloyds Instant 30/04/2026	190,996.18	
			192,995.03
	Less unrepresented payments		
			192,995.03
	Plus unrepresented receipts		
B	Adjusted Bank Balance		192,995.03
A = B Checks out OK			

Stithians Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Playing Field Development	488.14	3,000.00			3,488.14
Tennis Court Fencing	11,016.27				11,016.27
Albert Collins Community Hub	65,230.26	23,692.82			88,923.08
Legacies	10,572.37				10,572.37
Community Fund	424.42				424.42
Institute Fund					0.00
Contested By-Election	4,145.00				4,145.00
Fingerposts	1,120.00				1,120.00
CIL Receipts	4,722.27			2,449.28	7,171.55
KCC Event 2023					0.00
Donations for Play Equipment A	460.37				460.37
Scarecrow Festival					0.00
Benches for Parish					0.00
Enhanced LMP	2,672.50				2,672.50
Stithians Football Club Pitch Mi:	2,667.00				2,667.00
Pavilion Project CC Grant					0.00
Total Earmarked	103,518.60	26,692.82		2,449.28	132,660.70
TOTAL RESERVE	103,518.60	26,692.82		2,449.28	132,660.70
GENERAL FUND					60,334.33
TOTAL FUNDS					192,995.03

Stithians Parish Council

Summary of Receipts and Payments

12 May 2026 (2026-2027)

All Cost Centres and Codes

INCOME

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	104,185.28	52,092.64	-52,092.64				
2 Cemetery Fee's	3,500.00		-3,500.00				-52,092.64 (-50%)
3 Playing Field - Football Club (M	540.00	45.00	-495.00				-3,500.00 (-100%)
4 PCC	550.00		-550.00				-495.00 (-91%)
5 Toilet Rent (Wellness Hut)	1,800.00	150.00	-1,650.00				-550.00 (-100%)
6 Bank Interest	1,000.00	75.04	-924.96				-1,650.00 (-91%)
7 LMP	4,300.00		-4,300.00				-924.96 (-92%)
82 Bowling Club - Use of Field (MO	275.00		-275.00				-4,300.00 (-100%)
83 CC Closed Churchyard Mainten:	700.00		-700.00				-275.00 (-100%)
84 Wayleaves	28.00		-28.00				-700.00 (-100%)
85 Electricity Charges for Tennant -	500.00		-500.00				-28.00 (-100%)
86 Playing Field	150.00		-150.00				-500.00 (-100%)
87 Donations to Council							-150.00 (-100%)
89 VAT Claim							(N/A)
92 Administration & Finance							(N/A)
SUB TOTAL	117,528.28	52,362.68	-65,165.60				-65,165.60 (-55%)

Environment, Highways & Foo

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Meadowside Cemetery Maintena				250.00	30.00	220.00	220.00 (88%)
18 Meadowside Cemetery NNDR				600.00		600.00	600.00 (100%)
19 Water Supply Cemetery				100.00	20.54	79.46	79.46 (79%)
21 Litter Clearance Materials							(N/A)
22 NNDR Toilets				400.00		400.00	400.00 (100%)
23 Toilets - Electricity		68.86	68.86	500.00	87.70	412.30	481.16 (96%)
24 Water & Sewage Toilets				450.00	214.99	235.01	235.01 (52%)
26 Toilet Repairs & Maintenance				300.00		300.00	300.00 (100%)
27 Village Green Status Costs							(N/A)
28 Emergency Plan							(N/A)
30 Bus Shelter Repairs & Maintena				200.00	40.00	160.00	160.00 (80%)
36 Maintenance of Grit Bins				200.00		200.00	200.00 (100%)
65 Extra Footpath Maintenance & V							(N/A)
90 General Maintenance							(N/A)
91 Meadowside Cemetery Cremate				120.00		120.00	120.00 (100%)
104 Toilet Cleaning Materials				300.00		300.00	300.00 (100%)
105 Maintenance of Noticeboards - M				100.00		100.00	100.00 (100%)
106 Maintenance of MSAS - Material				100.00	25.00	75.00	75.00 (75%)
114 War Memorial							(N/A)
123 Waste Collection				1,200.00	81.34	1,118.66	1,118.66 (93%)
SUB TOTAL		68.86	68.86	4,820.00	499.57	4,320.43	4,389.29 (91%)

Stithians Parish Council

Summary of Receipts and Payments

12 May 2026 (2026-2027)

All Cost Centres and Codes

Playing Field

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Water Playing Field (Bowling Clt				300.00	20.54	279.46	279.46 (93%)
71 General Maintenance Expenses				3,000.00	69.78	2,930.22	2,930.22 (97%)
72 Annual Staining / Painting of Eq							(N/A)
73 Lease from Glebe				600.00		600.00	600.00 (100%)
74 Annual Safety Inspection				300.00		300.00	300.00 (100%)
75 Electricity for Footpath Lighting				750.00	158.64	591.36	591.36 (78%)
80 Signage				200.00		200.00	200.00 (100%)
126 Repairs to Play Equipmr				1,200.00		1,200.00	1,200.00 (100%)
130 Electricity Pavilion							(N/A)
SUB TOTAL				6,350.00	248.96	6,101.04	6,101.04 (96%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Clerks Salary NETT				20,450.00	1,622.54	18,827.46	18,827.46 (92%)
46 Clerks HMRC Employer				3,789.00	241.67	3,547.33	3,547.33 (93%)
48 Clerk HMRC Employee				4,950.00	405.60	4,544.40	4,544.40 (91%)
49 Clerks Pension ERs Contributor							(N/A)
SUB TOTAL				29,189.00	2,269.81	26,919.19	26,919.19 (92%)

Finance & Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37 Grants & Donations				300.00		300.00	300.00 (100%)
39 Public Relations				100.00		100.00	100.00 (100%)
40 Spotlight							(N/A)
41 Website Maintenance				1,200.00	1,345.00	-145.00	-145.00 (-12%)
42 Cemetery Admin System				450.00		450.00	450.00 (100%)
43 Hall Hire Stithians Centre				550.00	36.00	514.00	514.00 (93%)
44 Election Expenses							(N/A)
50 Admin Expenses				600.00		600.00	600.00 (100%)
52 CALC / NALC Subscription				782.00	829.42	-47.42	-47.42 (-6%)
53 SLCC Subscription				270.00		270.00	270.00 (100%)
54 ICCM Membership				120.00	110.00	10.00	10.00 (8%)
55 Data Protection Fee				50.00		50.00	50.00 (100%)
56 Internal Audit Fees				500.00	508.50	-8.50	-8.50 (-1%)
57 External Audit Fees				460.00		460.00	460.00 (100%)
58 Chairman's Allowance				100.00		100.00	100.00 (100%)
59 Subsistence & Travel for Membe				100.00		100.00	100.00 (100%)
60 Insurance				3,100.00		3,100.00	3,100.00 (100%)
61 Training Staff & Councillors				300.00	140.00	160.00	160.00 (53%)
63 Contingency Fund							(N/A)
101 SCRIBE Accounting Annual Mail				700.00		700.00	700.00 (100%)
102 Field In Trust Membership							(N/A)

Stithians Parish Council

Summary of Receipts and Payments

12 May 2026 (2026-2027)

All Cost Centres and Codes

117 Clerks Working from Home Allow				
120 Postage	312.00	26.00	286.00	286.00 (91%)
122 MVRG Annual Subscription				(N/A)
125 Open Spaces Subscription	100.00		100.00	100.00 (100%)
131 Bank Charges	45.00		45.00	45.00 (100%)
133 Cancelled Invoice	70.00	4.25	65.75	65.75 (93%)
				(N/A)
SUB TOTAL	10,209.00	2,999.17	7,209.83	7,209.83 (70%)

Environment Maintenance Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	EMC Highway Verge Maintenance				1,769.00	147.41	1,621.59	1,621.59 (91%)
11	EMC Litter Clearance				2,257.00	188.12	2,068.88	2,068.88 (91%)
12	EMC Haverigg Cemetery Maintenance				758.00	63.17	694.83	694.83 (91%)
13	EMC Lower Churchyard Maintenance				1,137.00	94.76	1,042.24	1,042.24 (91%)
14	EMC Closed Churchyard Maintenance				1,390.00	115.82	1,274.18	1,274.18 (91%)
15	EMC Meadowside Cemetery Maintenance				2,512.00	209.33	2,302.67	2,302.67 (91%)
20	EMC Toilet Cleaning				3,084.00	257.02	2,826.98	2,826.98 (91%)
25	EMC Footpath Maintenance				4,300.00	359.71	3,940.29	3,940.29 (91%)
29	EMC Longdowns Bus Shelter Cleaning				379.00	31.59	347.41	347.41 (91%)
31	EMC Crellow Fields Caretaking				964.00	80.36	883.64	883.64 (91%)
32	EMC Crellow Fields Grass Cutting				1,121.00	93.42	1,027.58	1,027.58 (91%)
33	EMC Crellow Fields Hedge Trimming				442.00	36.85	405.15	405.15 (91%)
34	EMC Weed Treatment				779.00	64.88	714.12	714.12 (91%)
35	EMC Cleaning of Notice Boards				123.00	10.28	112.72	112.72 (91%)
66	EMC Maintenance of Speed Signs				745.00	62.12	682.88	682.88 (91%)
67	EMC Playing Field Grass Cutting				6,477.00	539.76	5,937.24	5,937.24 (91%)
68	EMC Playing Field Hedge Trimming				632.00	52.64	579.36	579.36 (91%)
69	EMC Playing Field Caretaker				9,350.00	779.14	8,570.86	8,570.86 (91%)
SUB TOTAL					38,219.00	3,186.38	35,032.62	35,032.62 (91%)

Playing Field Development Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	PWLB Loan 2 New Playing Field				1,389.26	694.63	694.63	694.63 (50%)
SUB TOTAL					1,389.26	694.63	694.63	694.63 (50%)

Stithians Centre Development

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	PWLB Loan 3 Stithians Centre				783.36	783.61	-0.25	-0.25 (-0%)
79	PWLB Loan 4 Stithians Centre				1,566.74		1,566.74	1,566.74 (100%)
SUB TOTAL					2,350.10	783.61	1,566.49	1,566.49 (66%)

Stithians Parish Council
Summary of Receipts and Payments

12 May 2026 (2026-2027)

All Cost Centres and Codes

Ear Marked Reserves

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
8 CIL		2,449.28	2,449.28				2,449.28 (N/A)
81 Hire of Tennis Court							(N/A)
93 Computer & IT							(N/A)
94 Purchase equipment authorised							(N/A)
95 Playing Field Maintenance							(N/A)
96 Donations to Playing Field Deve							(N/A)
97 Authorised expenditure from Ins:							(N/A)
100 Election Costs 21/22							(N/A)
110 Donations / Resources for King:							(N/A)
112 Pavilion Replacement							(N/A)
113 Scarecrow Festival							(N/A)
115 Playing Field Footpath 2022							(N/A)
116 Benches & Tables for Parish							(N/A)
118 Enhanced LMP							(N/A)
119 Donations for Play Equipment							(N/A)
121 New Play Equipment							(N/A)
127 CCCC Grant Pavilion Project							(N/A)
129 Stithians Football Club (temp fur							(N/A)
132 Cancelled							(N/A)
134 Football Foundation Grant							(N/A)
SUB TOTAL		2,449.28	2,449.28				2,449.28 (N/A)

General Reserve

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
111 Kings Coronation Event							(N/A)
128 Correction							(N/A)
SUB TOTAL							(N/A)

The Stithians Times

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
135 Advertising Income							(N/A)
136 The Stithians Times Printing Cos							(N/A)
SUB TOTAL							(N/A)

Summary

NET TOTAL	117,528.28	54,880.82	-62,647.46	92,526.36	10,682.13	81,844.23	19,196.77
V.A.T.					474.13		
GROSS TOTAL		54,880.82			11,156.26		



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Decisions Required:

- 1. To agree that the returned Scarecrow donation of £517.85 be allocated to this year's festival funds.**
- 2. To agree that the remaining funds be held in reserve in the Albert Collins Community Hub Reserve as a contribution toward the cost of installation of the energy efficient systems.**

REPORT:

Brian Piper has contacted the Council with regard to the funds remaining in the SEG account,

"I think the £517.85 donated to SEG by the Scarecrow Competition should be returned as this money was not used. The remaining £993.35 could be offered to the Parish Council to use for any sustainability / climate related initiatives"

I would propose that the funds from the Scarecrow event, be allocated to this year's event.

I contacted Brian to gauge his opinion of the remaining funds being held in the Albert Collins Community Hub reserve, for costs associated with the installation of the energy efficient systems. He was in support of this proposal.

Jane E Richards
Clerk / RFO
May 2026



NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING –Tuesday 12th May 2026

Decisions required:

1. To agree content, actions and associated expenditure detailed in notes.
2. To agree site visit to Tregolls Common

Present: Cllr P Blease, Cllr J Thomas, Cllr W Oakley-Moore, J. Richards – Clerk, T. Martin – EMC Contractor

ITEM	ISSUE	Person Responsible	Action	UPDATES	
1	Skateboard Park				
2	Playing Field				
	Safety Surface	Cracked / Raised in areas		To consider replacing all damaged safety surface in play area.	03/03/26 1 quote received to date.
	Tennis Court Footpath	Very wet & muddy,	T. Martin	To clear area	
	Space Net	Operational issues reported to suppliers, no date yet of inspection	J Richards	To chase Sovereign and confirm inspection date.	
	Entrance opposite Church	Reported 2 stones missing from wall,	T. Martin	To check condition and replace as required.	
4	Footpaths & Open Spaces				
	Footpath 53 (Mill Lane)	Surface damaged Existing drainage blocked / overgrown	J Richards	Reported to Countryside Access, On list for Enhanced LMP 26/27. To obtain quotes in advance	12/025/26 Contractor visited site. Once quote received, submit claim to Countryside Access
	Way Marking Session	Improve signage of PRoW		3 rd session to be arranged	12/05/2026 Arranged for 13 th June 2026
	Footpath 25	Way forward following refusal of DMMO?	JR	To write to Wildlife Trust to gauge interest / support in any future discussion regarding footpath through to Kennal Vale	14/03/26 Informal meeting arranged for 12/05/26

	ITEM	ISSUE	Person Responsible	Action	UPDATES	
	Tregolls Common	Access to common land		To propose that a a site visit is arranged to assess current position and consider next steps.		
5	MSAS					
		New Camera arrived. Software downloaded	JR	Camera Installed Data to be downloaded		
6	War Memorial	Requires cleaning and lettering on recent plaques requires maintenance.	JR	To contact Warnes for quote for maintenance to lettering and cleaning.	12/05/26	Outstanding To continue to chase.
	Granite Sign Meadowside	Requires cleaning & polishing	JR	To add to Warnes programme of works		
7	Bus Shelter Opposite Spar	Requires cleaning and fresh coat of limewash applied	T. Martin	Wooden beams require treating		
8	Meadowside					
	Boundary Wall	Requires trimming & tidying up	T. Martin	Boundary wall at car park end requires tidying up.		
		Footpath puddles & bare patches	T. Martin	requires scraping and low areas filled		
	Volunteer Gardeners	Volunteers happy to continue but not able to take lead role.	T. Martin	To take on responsibility for a trial period. Review in 2 months.	12/05/26	Work carried out – going well To review again at June meeting.

	ITEM	ISSUE	Person Responsible	Action	UPDATES	
9	Highways					
	Parking double yellows lines	Cars continuing to park in areas prohibited by double yellow lines	J Richards	Parking enforcement action? Discuss with J Thomas at liaison meeting//	14/04/26	J Thomas aware of problem, to discuss with enforcement. Also consider with EOI bid for Community Highways Fund. Confirmed that our EOI Bid has progressed to costing stage.
10.	General Maintenance					
	Piles of twigs on path by Church Mews		T Martin	To dispose of twigs		
	Benches	Consider purchasing additional seating for playing field.		Possibility of additional 'memorial benches'.		

NEXT EMC MEETING: Tuesday 2nd June 2026 – to confirm

Notes from informal meeting with Cornwall Wildlife Trust. (CWT)

Very constructive meeting, CWT have a number of concerns relating to the site: damage, visitors failing to recognise value of the site and overstepping boundaries, excessive numbers of visitors, trespass on to land bordering site. However they are open to discuss possibility of opening alternative access to the area.

Next steps: To investigate possible routes in and open discussion with relevant stakeholders.



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Decisions Required:

1. To agree to organise bi-annual litter picks, alongside Wombling Stithians, to target different areas of the parish suffering especially from litter.
2. To agree a date for the first litter pick – Saturday July 4 from 2 until 4 – a week before the Stithians Show, targeting areas showgoers will see.
3. To agree a dropping off spot for the equipment and for the collected rubbish.

REPORT:

The Parish Council has long been concerned about litter in the parish. In the past it organised bi-annual litter picks. More recently Cllr Jason Burley headed a successful competition for school children to design an anti-litter poster.

Over the years Beavers, Cubs and other uniformed groups have held litter picks, mainly around the playing fields, encouraging youngsters to not discard litter. The Cubs will be conducting another litter pick this summer. Wombling Stithians, via its webpage and 80 members, also encourages litter picking. It has handed out litter pickers which are used regularly by a number of people out on walks.

Clean Cornwall helped more than 400 litter picks across Cornwall last year. They say: ***'Register your litter pick with us at least 7 days in advance. We can provide you with Litter pick grabbers, Handy hoops, Hi-vis tabards, Black bin bags for non-recyclables, Red bin bags for plastic and cans, Gloves/sanitiser/clinical wipes.'***

In addition Clean Cornwall can provide free insurance (see below), check lists to ensure health and safety especially around roads, and will take the rubbish and equipment away within 24 hours from an agreed spot. In the past the spot was where the fake grass is outside The Stithians Centre. We could ask the Centre but also need ideas for other drop offs in case they decline. The previous record for bags previously was more than 30.

Concerning insurance Clean Cornwall say: ***'Please note:***

- ***If your litter pick takes place on private land, you'll need to gain the landowner's permission and arrange your own waste disposal and insurance.***
- ***If your pick is on public land, we can support with waste removal and you can be covered under Cornwall Council's public liability insurance.'***

We would need to advertise in advance for volunteers, to give a comprehensive safety briefing, to ensure no-one litter picks on their own and that under 18s are accompanied by an adult family member.

AGENDA ITEM 11.3

Wombling Stithians has been very encouraging and I am sure would help drum up volunteers.

Previous litter picks included homemade cake and tea/coffee at The Stithians Centre for the volunteers. This would incur a cost for hire of a room at the hall for an hour at £10.50 and the kitchen £7.50. A total of £19.00.

Cllr D Nightingale
May 2026